



City of San Diego  
Development Services

1222 First Avenue, MS. 401  
San Diego, CA 92101

Attn: Application Extension

# Building Permit Application Extension

FORM  
**DS-4102**  
September 2018

This form shall be completed to request an extension of time for a Building Permit Application. If a permit has not been obtained within one year from the permit application date, the application will expire. Land Development Code [Section 129.0211](#) authorizes the Building Official to extend a Building Permit application one time for a period not exceeding 180 calendar days from the expiration date, if the Building Official determines that circumstances beyond the control of the applicant prevented issuance of the Building Permit.

Complete the information below for all Permit Application Extension requests. Please E-mail form to: [DSDApplicationExtend@sandiego.gov](mailto:DSDApplicationExtend@sandiego.gov) or by Post mail to the address above. A **non-refundable** processing fee is assessed for all requests. See [Information Bulletin 501](#) for the fee.

For any questions regarding your application extension, email to the email address shown on this form.

***Please print or type legibly. A separate extension application form is required for each building permit application.***

***Make sure to include the Project number in the subject line of the email.***

## I. GENERAL PROJECT INFORMATION

Is there an active code enforcement violation case on this site?

☐ Yes ☐ No

**Project Number:**

**Project Address/Location:**

**Reason for Application Extension Request:**

## II. APPLICANT'S INFORMATION

**Applicant's Name** (The name must be in the City's Project Tracking System)

Check one ☐ Property Owner ☐ Permit Holder

**Address:**

**City:**

**State:**

**Email:**

**Telephone:**

**Date:**